

Membership Application form

Jersey - Electrical Only



IMPORTANT: IF THE SCOPE YOU SEEK INCLUDES OTHER TRADES (HEATING, VENTILATION & AIR CONDITIONING, PLUMBING OR BUILDING FABRIC) PLEASE USE THE "APPLICATION FORM FOR CERTIFICATION AND/OR MEMBERSHIP". This application form is for companies wishing to receive certification of competence and approval under the following schemes: NAPIT Membership (in all cases), Competent Person Scheme (CPS), Electrotechnical Assessment Specification Certification (EAS) Electrical Third Party Certification (ETPC), Jersey Bye-law Scheme (JB) and TrustMark (TM). There is a separate form for Associate Membership, Corporate Membership, Electrical Duty Holder Membership and Student Membership. (please use the appropriate form for each of these).

Please Note: Your assessment cannot be arranged until the requested documents and application form have been received.

Please fill out this application form in CAPITAL LETTERS using black ink and return with all required supporting documents then email to applications@napit.org.uk or post to NAPIT Administration Centre, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL

If you have any problems filling in this form please contact our Registrations Advisors who will be happy to assist, on 0345 543 0330

1. Company Details			
Sole Trader		Partnership	
		Limited Company	
Company Registration No.			
Other			
Company registered name			
Company trading name			
Building number or name			
Street			
District			
Town			
County		Postcode	
Business telephone number		Fax number (if available)	
Enquiry email address			
Website address			
Please indicate here how many operatives you wish to register as competent. If more than one, copy the back sheet of this form as needed.			

Details given must be that which you wish to be made public onto the relevant registers as detailed in section 8.

2. Nominated Representative Details (Primary Contact)			
(if you need to have separate contacts for different purposes please let us know on a separate sheet)			
Title (Mr/Mrs/Miss/Ms/Other)		Position	
Surname			
Forename(s)			
Telephone number (if different)		Mobile phone number	
Email address			

NAM/EA/1/0421 v1.3

3. Scope of Application

Please indicate below the nature of electrical work that you undertake.

Areas of Work	Tick
Electrical installation work under the Jersey Bye-law Scheme	
Electrical installation work outside Jersey	
Domestic electrical installation work under Part P of the Building Regulations (England & Wales only)	
<i>If this is defined scope electrical work for another trade indicate which trade here:</i>	
Domestic electrical installation work to BS7671 outside Jersey and not covered by Part P (EAS certificated)	
Non-domestic electrical installation work to BS7671 outside Jersey (EAS certificated)	
Electrical Inspector Scheme - Electrical Installation Condition Reporting (EICR work)	
<i>Please indicate which areas of EICR work you carry out:</i> Domestic <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/>	
Portable Appliance Testing (PAT)	

4. Fee

Prices quoted are exempt from tax

Non-Refundable Application Fee	✓	£130.00
Membership Fee	✓	£270.00

Please tick to indicate additional memberships required

Tick

TrustMark membership listed as an "Electrician" on the TrustMark website		£108.00
Additional operatives fee (£60.00 per operative)	Number of Operatives	£
If an extra operative has NOT completed a Certificate of Competence within the last 5 years, then an extra operative fee of £300.00 per operative will be required.	Number of Operatives	£
Total		£

5. Insurance

Public Liability Insurance			
Insurance company		Policy number	
Cover (£)		Policy expiry date	
Professional Indemnity Insurance (Where relevant)			
Insurance company		Policy number	
Cover (£)		Policy expiry date	
If you do not have insurance in place we do have our own insurance team, please tick here to request a call back <input type="checkbox"/>			

6. Previous/other certification or legacy issues

If you have been a member of NAPIT before please provide your membership number:			
If you are transferring from another certification/registration body please state their name:			
In relation to the scope of membership applied for please answer the following questions:	YES	NO	
Are you currently a member of another certification/registration body for these activities?			
Have you ever had certification/registration withdrawn or suspended?			
Have you ever made an unsuccessful application for membership?			
Do you have any open non-conformities, improvement actions or open complaints?			
Is there any open or pending legal action against the company relating to the activities applied for?			

If the answer to any of the above items is "YES" please provide details below or attach further information:

7. Geographical Coverage (please indicate the regions where you are active)									
Jersey		England		Wales		Scotland		Other (e.g. IoM, N. Ireland etc)	

8. Public Registers
Your company name, scheme membership number, and the status of your membership will be automatically made public. Successful applicants will be listed on www.napit.org.uk and details will be shared with relevant scheme administrators and other parties as described in the relevant NAPIT Scheme Rules.*

9. Declaration by an Authorised Representative of the Company (this should be a Director, Partner or Owner of the Company)			
I confirm that the information provided in this application is correct and where applicable, I consent to share the details of any individuals named on this form or any supplementary form for the purposes of processing and maintaining any membership that may arise from this application. Any changes will be notified to NAPIT in writing.			
By signing this agreement, you authorise NAPIT to carry out credit checks on you and your business throughout the term of your membership, as required by the NAPIT Scheme rules.*			
I have read, understood and agree on behalf of the company named in this application to abide by the relevant NAPIT Scheme Rules* and all documents referred to therein. I understand that I may be asked to provide further information in order to progress with this application.			
Name		Position	
Signature		Date	

10. Promotional Code
A promotional code may be applied to this application only if provided by NAPIT or its supporting partners under applicable circumstances e.g. exhibitions/trade events, campaigns, promotional offers etc. Terms and conditions* may apply.

11. Payment
In order for a NAPIT application to proceed payment for the required fees must either be paid in full by card or BACS, or alternatively a NAPIT interest free Direct Debit payment plan can be arranged with our NAPIT Registration by calling us on 0345 543 0330 (option 1) or by requesting a call back, T&C* may apply. Once we receive your application, should your fees require recalculation you will be advised in advance of us processing your payment. For information about NAPIT's cancellation Terms & Conditions* please visit www.napit.org.uk

Payment by card	Please debit my credit/debit card with the total fees due including VAT: (NAPIT do not accept American Express)	£
Card number		
Expiry date	Start date (if shown)	
Security code (3 digits on back)	Issue number	
Card holder's Name As it appears on the card		
Card holder's Signature	Date	

Payment by other means (tick where applicable)	Payment already arranged via NAPIT Registration Team	
	Request a call back by our Registration Team to discuss payment options (Card, BACS, Direct Debit)	
	Payment made via BACS (see bank details below, please reference your payment with your company name and postcode)	
	Account Name: NAPIT Registration Limited, S/C: 20-20-50, Account Number: 20166766.	

Important Notes

1. Pricing is based on an assumption that competence can be assessed in a single visit. Where this is not possible additional fees could arise, but this should be identified before the assessment goes ahead.
2. The prices on this form only relate to the application, and initial assessment, for certification/registration. Other fees will apply for other activities (for example reassessment, renewal, work notification, cancelled assessments) which can be found on the NAPIT website.

* 3. For NAPIT scheme rules and for Terms and Conditions please visit www.napit.org.uk

Operative Details

(refer to the document "NAPIT Registration Guide to Qualifications Requirements – Electrical")

If you have several operatives please photocopy this form. If you have over 10 please contact NAPIT on 0345 543 0330

A. Personal details (these will be held in accordance with the Data Protection Act)			
Title (Mr/Mrs/Miss/Ms/Other)		National Insurance No.	
Surname		Date of birth	
Forename(s)			

B. Scope of electrical competence claimed (please select all that apply)			
Full Scope for All Electrical Work	<input type="checkbox"/>	Full Scope for Dwellings Only	<input type="checkbox"/>
Defined Scope in dwellings only	<input type="checkbox"/>		
EICR Work	<input type="checkbox"/>	Portable Appliance Testing	<input type="checkbox"/>
		Fixed Appliance Testing	<input type="checkbox"/>

C. Applying as an existing or previous (last 2 years) registered competent person			
If applying as an existing/previous registered competent person you do not need to complete sections D, E, F or G			
Name of Registration Body		Date of last assessment	
Wiring Regulations Qualification (Code from Qualification Guide List 7)		Date qualification gained	

D. Applying with qualifications or equivalent evidence of competence (please refer to the Qualifications Guide and select ONE of the following to best describe your circumstances)			
1. Current level 3 NVQ Diploma	<input type="checkbox"/>	2. Current level 3 Certificate	<input type="checkbox"/>
		3. Previous level 3 NVQ	<input type="checkbox"/>
4. Older qualification*	<input type="checkbox"/>	5. Related qualification	<input type="checkbox"/>
		6. Certificate of competence †	<input type="checkbox"/>

*will require evidence of continuing professional development (see Qualifications Guide)

† Certificates of competence are required for the Jersey Byelaw Scheme.

E. Details of qualifications held (please refer to the Qualifications Guide and identify those which satisfy each of the following requirements, if you hold a qualification not listed in the Guide that you think is satisfactory please contact NAPIT for it to be considered)			
Area of competence	Guide List	NAPIT Code	Date Gained
Main (core) electrical installation competence	1 – 6		
Wiring regulations knowledge competence (not required if core is from lists 1 or 2)	7		
Initial inspection and testing qualification (not required if core is from lists 1, 2 or 6, or if list 9 qualification held covers initial inspection and testing)	8		
Periodic inspection and testing qualification (not required if core is from list 6 or of application is for dwellings only)	9		
Portable appliance testing (if registration sought for this)	10		

F. Indicate how many years' experience you have in each area of electrical work			
Installation work on dwellings	<input type="text"/>	Inspection and testing work	<input type="text"/>
Installation work on other buildings	<input type="text"/>	Portable appliance testing work	<input type="text"/>
Other related electrical work (if so state the nature of the work)		<input type="text"/>	

G. Details of electrical competence history (applicants should demonstrate at least 2 years relevant experience unless applying for dwellings only with a core in lists 1, 2, 3 or 4)			
Date From	Date To	Employer / sole trading or training organisation	Role held
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enclose/email:

1. Copies of all qualifications/certificates indicated above (or evidence of previous registration for section C).
2. Email us a clear head and shoulders image from any device or send us two copies of a head and shoulders photograph with the name of the individual clearly written on the back.